

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
**APPLICATION FOR APPROVAL TO ENGAGE IN
OUTSIDE EMPLOYMENT OR ACTIVITY**

SECTION I -- GENERAL INFORMATION *(To be completed by the employee)*

A. Agency Employment

NAME		LOCATION
POSITION TITLE & GRADE		
DAYS OF NORMAL WORKWEEK	OFFICIAL DUTY HOURS	

B. Prospective Outside Employment or Activity

NAME & ADDRESS OF PROSPECTIVE EMPLOYER		DESCRIPTION OF WORK, DATES OF EMPLOYMENT, & LOCATION			
PAY, REIMBURSEMENT, OR TERMS OFFERED		Will this activity involve use of unpublished research or information not publically available?	Yes	No	
Will Annual Leave or Leave without Pay be necessary?	Yes	No	Do you have any contact with the prospective employer or activity in your official capacity?	Yes	No
Will this activity interfere with your official duties?	Yes	No			

C. Additional Comments

(Use this space to provide any additional explanations, details, or other information you feel is pertinent. Additional sheets may be attached.)

D. Certification

I certify that the information provided above is complete and correct to the best of my knowledge. I further certify that I have reviewed and I am familiar with the provisions of Appendix I, of the Employee Responsibilities and Conduct Handbook, with respect to outside employment and activities.

SIGNATURE

DATE

SECTION II -- REVIEW AND APPROVAL *(To be completed by reviewing officials.)*

A. Comments

The immediate supervisor should indicate reasons for recommending disapproval - - or reasons for recommending approval when deemed necessary. Additional sheets may be attached.

B. Final Action

<input type="checkbox"/> APPROVAL RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	SIGNATURE & TITLE <i>(Immediate Supervisor)</i>	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	SIGNATURE & TITLE <i>(Approving Official)</i>	DATE